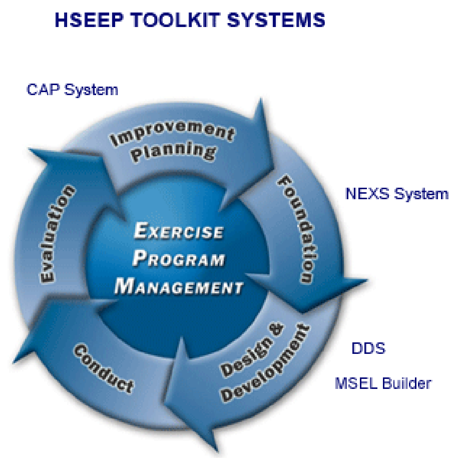
HSEEP Toolkit System: User Guide

Design and Development System

Contents

Summary

The Design and Development System (DDS) is a component of the Homeland Security Exercise and Evaluation Program's (HSEEP) Toolkit. This system functions as a project management tool and comprehensive tutorial for the design, development, conduct, and evaluation of exercises.



Purpose

The DDS user guide is intended to provide users with the appropriate templates and guidance for developing timelines, planning teams, and exercise documentation in the DDS. The guide covers use of Exercise Planning, the View Timeline, Walkthrough, and Manage Documents.

Other Resources

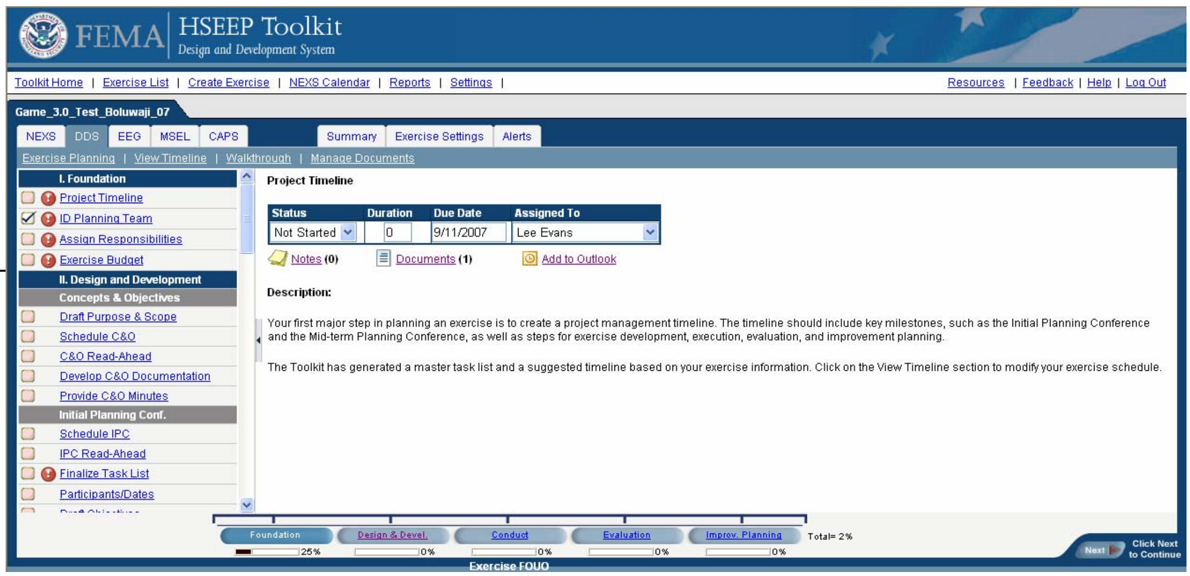
HSEEP Volume II
HSEEP Website: About HSEEP section
HSEEP Toolkit Help file

1) Exercise Planning

a) The Exercise Planning page provides a list of all the tasks that should be completed to successfully conduct an exercise; each task listed includes a detailed description as well and provides tracking options for the status, assignment, due date, and duration.

To access the Exercise Planning page, go to the Exercise List screen, select an exercise, click DDS and then Exercise Planning. To complete Exercise Planning follow the steps below:

1. From the Status dropdown menu, select Not Started, In Progress, or Complete
2. Enter the Duration, or the number of days needed to complete the task
3. Enter the Due Date, or the date the task should be completed
4. From the Assigned To dropdown select the available team members
5. Click the Next button to proceed to the next task or click the task name in the Task List

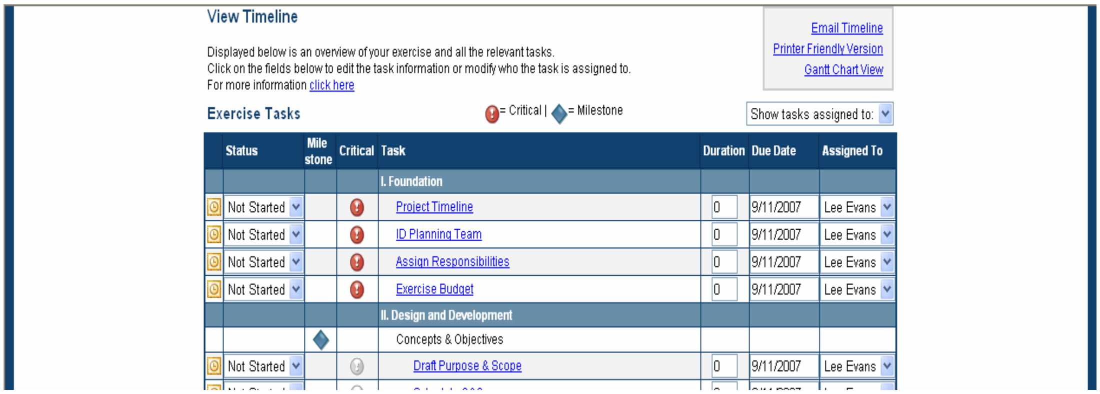


2) View Line

a) The View Timeline page lists the suggested tasks and allows the user to add and modify task status, assignment, due date, and duration.

To access View Timeline, go to Exercise List, select an exercise, click DDS, and then View Timeline. To complete the Timeline, follow the steps below:

1. From the Status dropdown menu, select Not Started, In Progress, or Complete
2. Enter the Duration, or the number of days needed to complete the task
3. Enter the Due Date, or the date the task should be completed
4. From the Assigned To dropdown, select the available team members
5. Scroll down to complete the next task

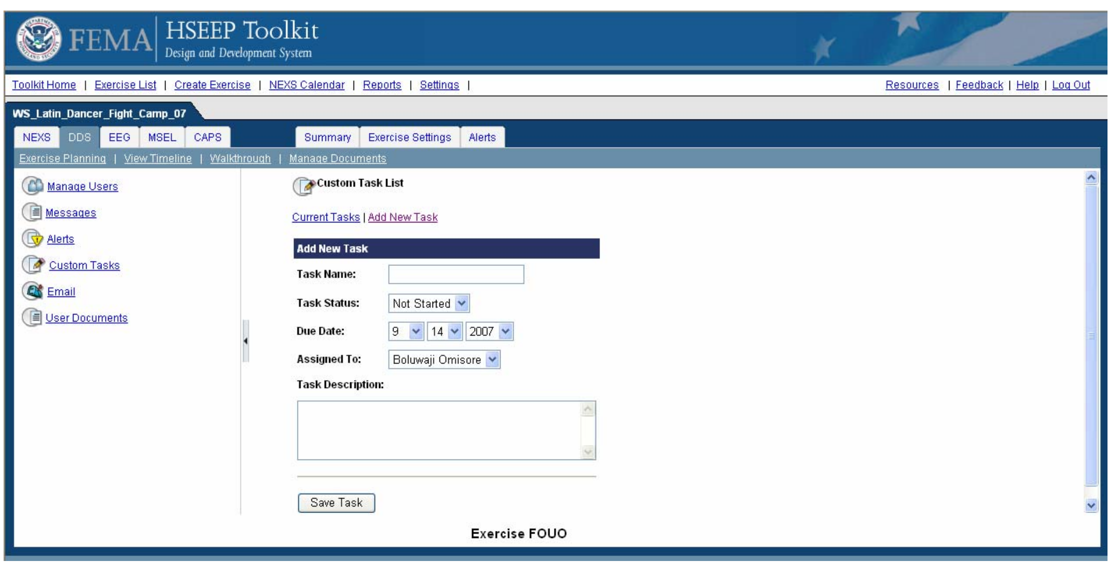


3) Custom Task

a) Custom Tasks provides the ability to create tasks unique to an exercise.

To create a Custom Task, follow the steps below:

1. Go to the Exercise List and select an exercise
2. Click Exercise Settings
3. Select Custom Task list
4. Click Add New Task
5. Enter Task Name
6. Select Task Status
7. Select Due Date
8. Select Assigned To
9. Enter Task Description
10. Click Save Task button

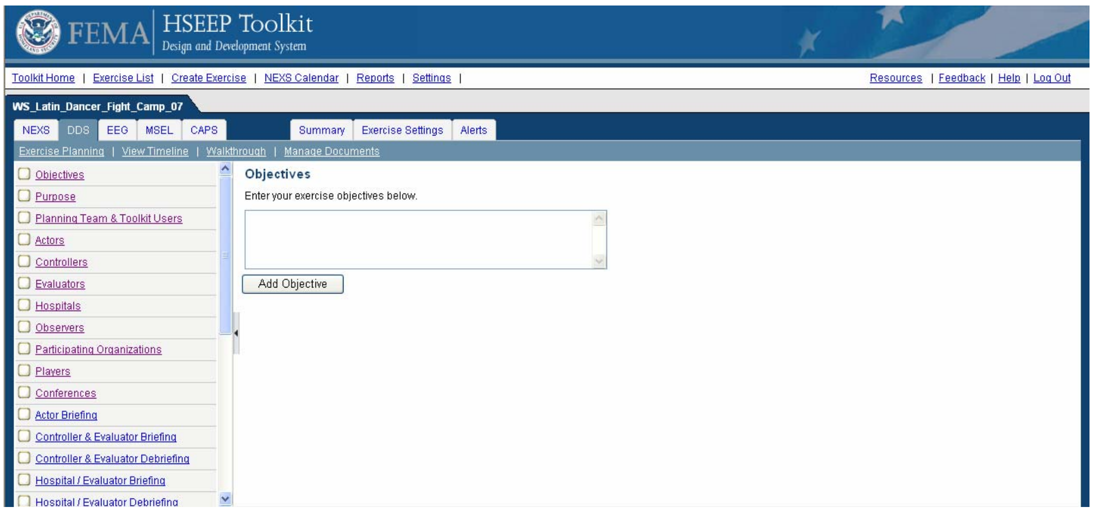


4) Walkthrough

a) The Walkthrough provides an advanced data entry option for experienced users to quickly and efficiently enter their information.

To access Walkthrough, go to the Exercise List, select an exercise, click DDS, and then Walkthrough. To complete the Walkthrough, follow the steps below:

1. Proceed to the first item in the Walkthrough and complete the requested information
2. Click the Next button to proceed

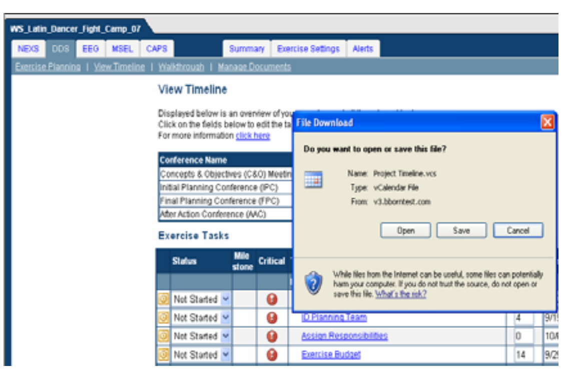


5) Outlook Link

a) The Outlook link offers user the ability to import task into the user's Outlook calendar

Users have the ability to add tasks to their Outlook Calendar from the Exercise Planning and the View Timeline screens by following the steps below:

1. Click the Outlook icon
2. Open or Save Calendar appointment

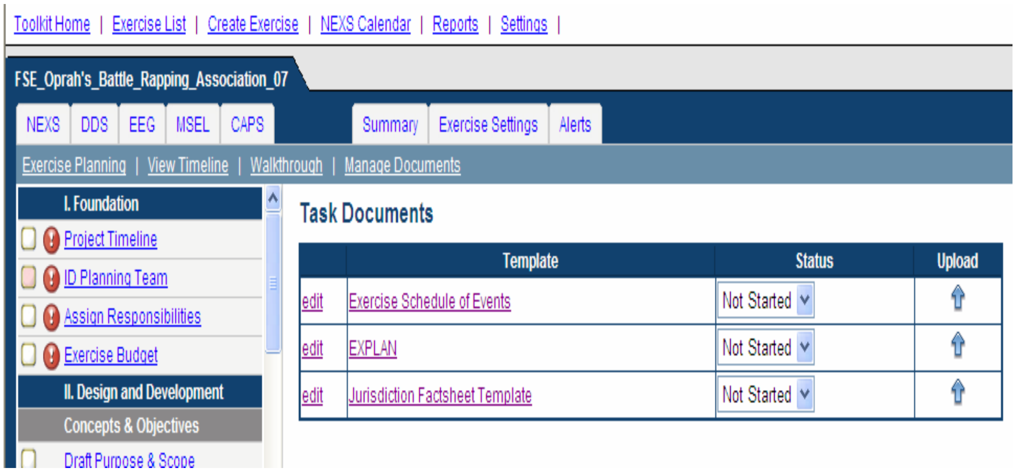


6) Documents Manager

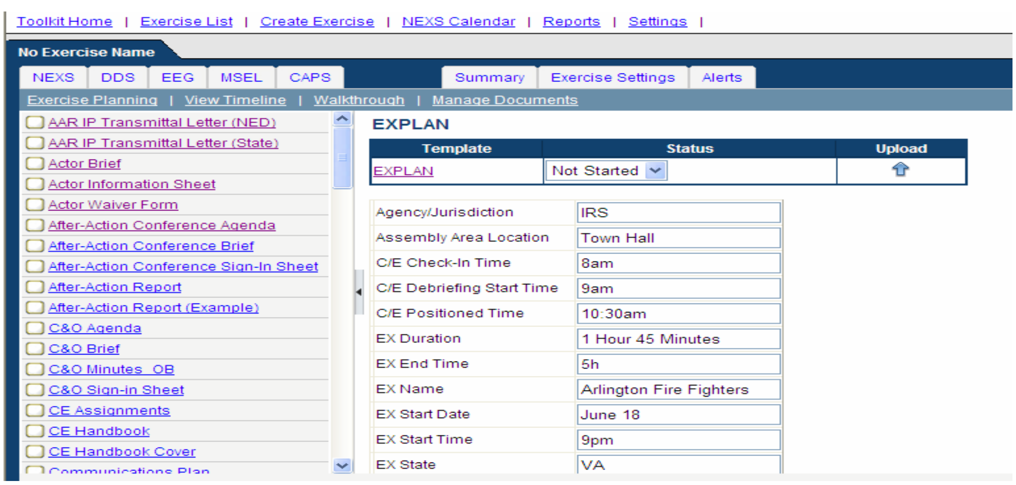
a) Document Manager allows users to input data into document templates.

From the Exercise Planning select a task and click the “Documents” link

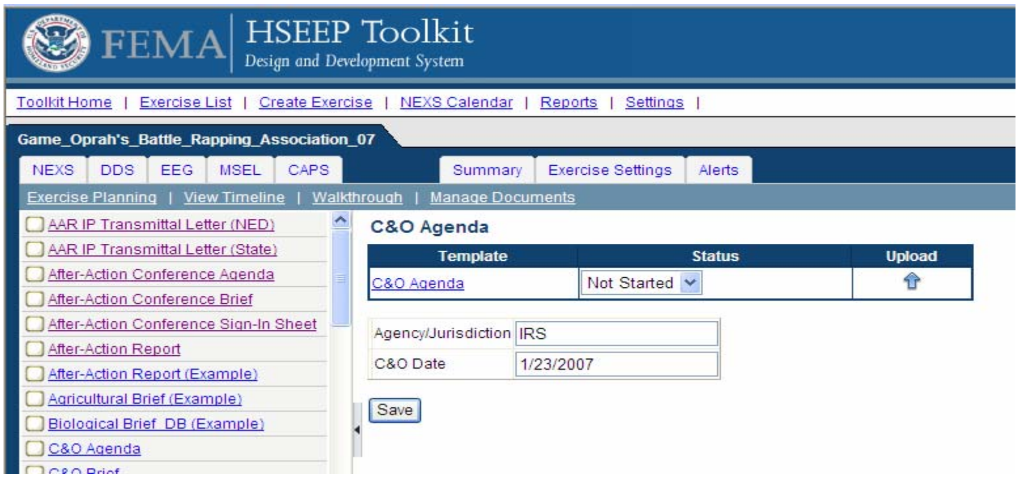
1. Select Template to edit
2. Click the “Edit” Link



3. Enter requested information



4. Select Due Date
5. Select Assigned To
6. Enter Task Description
7. Click “Save Task” button



7) Notes Link

a) Document Manager allows users to input data into document templates.

From the Exercise Planning select a task and click "Notes" link

1. Enter Note Subject
2. Enter Note
3. Click "Save Task" button